

## ***Human Resources Director***

### ***THE CITY***

Located near the southern tip of the San Francisco Bay between Fremont and San Jose, the City of Milpitas is forty-five miles south of San Francisco. With a population of approximately 65,000, Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers, and a population rich in diversity.

### ***THE DEPARTMENT***

The Human Resources Department is comprised of a team of professional employees committed to ensuring the delivery of quality human resources programs and excellent service to City staff and the public. Regular staffing consists of one Human Resources Director, three Administrative Analysts, two Technicians and one clerical position. The Department serves approximately 600 regular and temporary employees, is a full-service Human Resources Department with six separate unions under collective bargaining.

### ***THE POSITION***

If you are a highly capable individual seeking a challenging, fast-paced and demanding environment where resourcefulness and independence are essential – you will find this opportunity exciting. The City of Milpitas is looking for an experienced Human Resources professional with outstanding interpersonal and managerial skills, and a willingness to work cooperatively and collaboratively with all City departments.

The Human Resources Director reports to the City Manager and is responsible for a full service department including: recruitment, test development and validation, workers' compensation, training, selection, classification, salary administration, benefits administration and employee relations. The Director is an integral member of the City Manager's executive team.

### ***MINIMUM QUALIFICATIONS***

**Education:** A Bachelor's degree from an accredited college or university with major course work in human resource administration, public administration, business administration, political science, or a closely related field.

**Experience:** Four years of increasingly responsible experience in public personnel administration. Including significant Supervisory experience.

#### **Knowledge and Abilities:**

- Principles and practices of public personnel administration.
- Principles, methods and procedures utilized in recruitment, examination, selection, test development and validation, training, classification, labor relations, salary administration, workers' compensation and benefits administration.
- Applicable Federal and State laws and regulations.
- Principles of equal opportunity.
- Statistical analysis.
- Principles of local government organization and administration.
- Principles and practices of organization and management.
- Principles and practices of training methods.
- Interpret personnel rules, laws and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Conduct complex job analyses, classification and related personnel studies.
- Supervise, train and evaluate assigned staff.

### ***LICENSE***

Must possess and maintain throughout employment a valid California Driver's License.

### ***SPECIAL REQUIREMENTS***

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; use of a computer; able to travel to various locations within and outside the City of Milpitas.

### ***EXAMINATION PROCESS***

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of screening applications, written exercises, and/or an oral board interview.

Candidates who successfully pass all phases of the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

### ***TO APPLY***

Submit a completed City of Milpitas application, cover letter, and a resume, detailing relevant education, training, and experience to:

**City of Milpitas  
City Manager's Office  
455 E. Calaveras Blvd.  
Milpitas, CA 95035**

An application and a complete job description are available on the City of Milpitas website:  
[www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov)

(Under Employment, Job Specs) or call Human Resources at (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time.

Incomplete and/or inaccurate application materials may result in disqualification from the examination process.

## **SALARY AND BENEFITS**

<b>Annual Salary</b>	\$ 126,297 - \$ 153,515 (Employee pays 8% PERS contribution)
<b>Retirement</b>	CalPERS 2.7% at 55 plan, with single highest year.
<b>Health Insurance</b>	CalPERS Medical.
<b>Dental</b>	City paid.
<b>Vision Insurance</b>	City paid.
<b>Life, LTD and STD</b>	City paid \$50,000 life insurance. Long and short-term disability coverage.
<b>Sick Leave</b>	12 days per year.
<b>Vacation</b>	16 days per year to a maximum of 36 days per year.
<b>Holidays</b>	13 days per year.
<b>Deferred Compensation (457 Plan)</b>	\$ 900 per year, City paid.
<b>Flexible Spending</b>	Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

**City of Milpitas  
455 E. Calaveras Blvd.  
Milpitas, CA 95035**

**The City of Milpitas  
California**



**Announces a  
job opening for**

**HUMAN RESOURCES  
DIRECTOR**

**Annual Salary:  
\$ 126,297 - \$ 153,515  
(Employee pays 8% PERS contribution.)**

**Final Filing Date:  
Friday, September 29, 2006**